

BID DOCUMENT SUBMISSION CHECKLIST

Required
With
Bid

Read, Signed
and Submitted
(Bidder's initials)

A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF BID

| | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Stockholder List Certification, properly notarized | _____ |
| <input type="checkbox"/> | Affidavit of Non-Collusion, properly notarized | _____ |
| <input type="checkbox"/> | Required Evidence EEO/Affirmative Action Regulations Questionnaire | _____ |
| <input type="checkbox"/> | Acknowledgement of Receipt of Addenda (To be completed if Addenda is issued) | _____ |
| <input type="checkbox"/> | Bid Guarantee (bid bond or certified/cashier's check) (Power of Attorney for full amount of Bid Bond) | _____ |
| <input type="checkbox"/> | Disclosure of Investment Activities in Iran Statement | _____ |
| <input type="checkbox"/> | Consent of Surety (Certificate from Surety Company) Bids over \$100,000.00 | _____ |
| <input type="checkbox"/> | Surety Disclosure Statement and Certification | _____ |

B. REQUIRED NO LATER THAN TIME PERIOD INDICATED

B.1 SUBMIT DOCUMENTS AT TIME OF BID RESPONSE DUE DATE

| | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Public Works Registration Certificate(s) for the Bidder & Designated Subcontractors (Prior to Award, but effective at time of bid) | _____ |
| <input type="checkbox"/> | License(s) or Certifications(s) Required by the Specifications (Submit documents with bid response) | _____ |
| <input type="checkbox"/> | Right-to-Extend Time for Award | _____ |

B.2 MUST POSSESS CERTIFICATE BY CONTRACT AWARD DATE

“SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED”

| | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Business Registration Certificate – Bidder must possess a certificate at time of bid opening | _____ |
| <input type="checkbox"/> | Business Registration Certificate – Designated Subcontractor(s) | _____ |

C. READ ONLY

| | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Americans with Disability Act of 1990 Language | _____ |
|--------------------------|--|-------|

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Name of Bidder: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____ Phone: _____
